



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

August 28, 2023

MARCUS CAIRNS, TREASURER
MICHIGAN REPUBLICAN PARTY
3450 ALPINE AVE. NW BOX 332
GRAND RAPIDS, MI 49544

Response Due Date
10/02/2023

IDENTIFICATION NUMBER: C00041160

REFERENCE: MID-YEAR REPORT (04/01/2023 - 06/30/2023)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 2 item(s):

1. The totals listed on Lines 21(a)(i), 21(a)(ii), and 32, Column B of the Detailed Summary Page appear to be incorrect. Column B figures for the Summary and Detailed Summary Pages should equal the sum of the Column B figures on your previous report and the Column A figures on this report. Please file an amendment to your report to correct the Column B discrepancies for this report and all subsequent report(s) which may be affected by this correction. Note that Column B should reflect only the Calendar Year-to-Date totals. (52 U.S.C. §30104(b))
2. Your Mid-Year Report (4/1/23 - 6/30/23) discloses limited payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, **utilities**, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule(s) B supporting Line 21(b) of the Detailed Summary Page. (52 U.S.C. §30104(b)(5)) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. (52 U.S.C. §30104(b)(2)) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. (11 CFR §104.11)

Any goods or services provided to your committee by a person, except volunteer

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activity (i.e., a person's time), would be considered an in kind contribution from that person, and would be subject to the disclosure requirements of 52 U.S.C. §30104(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 52 U.S.C. §§30116 and 30118. Payments to a consulting, law or accounting firm will be considered acceptable for salary.

Clarification regarding administrative expenses should be disclosed during each two-year election cycle beginning with the first report filed in the non election year. Please verify that all expenses referenced above (i.e., rent, salaries, utilities, etc.) have been adequately disclosed. If volunteers have provided these services, please confirm this in writing.

Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. For information about the report review process or specific filing information for your committee type, please visit www.fec.gov/help-candidates-and-committees. For more information about Requests for Additional Information (RAI), why you received a letter, and how to respond, please visit www.fec.gov/help-candidates-and-committees/request-additional-information. Should you have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1169.

Sincerely,



Kevin Fortkiewicz

Sr. Campaign Finance & Reviewing Analyst